

## Part B: Regulations relating to study matters

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## Preamble

Through the joint efforts of teachers and students, Alpen-Adria-Universität Klagenfurt is committed to promoting the creativity and independent thinking and behaviour of its students and expects the students to take a high level of responsibility for themselves. In its scientific programmes of study, which facilitate scientific understanding, qualification for professional activities and continuing education through additional programmes of study and continuing education programmes, it provides education through science on the basis of research-oriented teaching. Alpen-Adria-Universität Klagenfurt strives to offer its graduates a science-driven framework in a constantly changing environment, to encourage its students to carry out their own research and to enable them to seek and find answers to important questions related to future developments in all aspects of life. It models itself on the paradigm of the community of teachers and students as an integral part of academic education: teachers, students and administrative staff exercise their rights and responsibilities in partnership and cooperation and treat each other with mutual respect. The rights of students are listed in particular in Section 59 of the Universities Act; those going beyond this are defined in this statute.

## Ensuring good scientific practice

Members of Alpen-Adria-Universität Klagenfurt must comply with the latest version of the regulations stipulated in the '[Code of Conduct](#) (Code of Conduct of Alpen-Adria-Universität Klagenfurt to ensure good scientific practice)'.

## Section 1 Structure of the academic year and admission periods

**(1)** By decree, the senate must establish the teaching weeks and the period during which programmes are not held in such a way that the academic year has at least 30 teaching weeks and each semester has at least 14 teaching weeks. An uninterrupted period of at least eight weeks during which courses are not held should be provided once each academic year.

**(2)** In accordance with Section 61, Paragraph 1 of the Universities Act, admission to a Master's degree programme for which no special admission or entrance procedures are provided can also take place outside the general admission period and extension period at the student's request, as long as the Bachelor's degree programme at Alpen-Adria-Universität Klagenfurt or, in the case of jointly established Bachelor's programmes at one of the participating educational institutions, is completed outside this period and the request for admission is made immediately after completion of this Bachelor's degree programme. For the Master's degree programme, this must relate to a relevant Master's degree programme. The semester in which admission to the Master's degree programme takes place shall be counted as the first semester of the Master's degree programme.

**(3)** For all foreign nationals and stateless persons not covered by Article 61, Paragraph 3 of the Universities Act, an alternative special admission period shall be established. This shall expire every calendar year on 5 September for applications for the winter semester and on 5 February for applications for the summer semester. Complete applications must be received by Alpen-Adria-Universität Klagenfurt before the end of this period.

## Section 2 Rector of Studies

**(1)** In accordance with Section 19, Paragraph 2, Clause 2 of the Universities Act, the monocratic organ responsible for study matters shall in the first instance be the Rector of Studies. They shall be supported and/or represented in all matters by the Deputy Vice-Rector for academic affairs, with the exception of continuing education programmes. In matters related to continuing education programmes, they shall be supported and represented by the Deputy Vice-Rector for academic affairs

for continuing education. The allocation of responsibilities shall be regulated in one of the rules of procedure to be issued by the Rector of Studies.

**(2)** The Rector of Studies and the Deputy Vice-Rector for academic affairs shall be selected by the senate on the recommendation of the representatives of students in the senate for a term of office of four years. The representatives of students shall have two votes. Repeated appointment is permitted.

**(3)** The Rector of Studies and the Deputy Vice-Rector for academic affairs can be removed from the senate, in each case by a two-thirds majority.

**(4)** The function of the Rector of Studies and the Deputy Vice-Rector for academic affairs is incompatible with the management of an organisational unit as well as membership in a curricular commission or in the senate.

**(5)** The duties of the Rector of Studies are, in particular:

1. Organising the course offerings, ensuring sufficient budget funds for teaching, allocating the budget to the Programme Director and checking the use of resources in teaching for economy and expediency
2. Appointing the Programme Director (Section 3, Paragraph 1) and the members of the doctorate advisory committee (Section 19, Paragraph 4)
3. Admitting students to an individual study programme (Section 55 of the Universities Act);
4. Organising beginner tutorials together with the National Students' Union at Alpen-Adria-Universität Klagenfurt (Section 60, Paragraph 1c of the Universities Act)
5. Approving requests for suspension of studies (Section 67, Paragraph 1 of the Universities Act in conjunction with Section 16)
6. Making decisions about the extension of the period in which the course can be completed (Section 8, Paragraph 2)
7. Approving the holding of block courses (Section 10, Paragraph 4)
8. Ensuring there is a sufficient number of places in courses (Section 10, Paragraph 5)
9. Concluding agreements with external teaching staff and assigning internal teaching staff on the recommendation of the Programme Director and the parties responsible for subjects without programmes of study
10. Issuing instructions to university tutors to ensure the teaching obligation is exercised in the field of compulsory courses, if this is required for the proper maintenance of the course of study according to the curricula
11. Preparing resources for courses with gender-conscious content and for the promotion of women's and gender studies (Section 28, Paragraph 1 Advancement of Women Plan, Part E/I of the Statute)
12. Approving course change requests (Section 17)
13. Approving examinations to be taken at a different university (Section 63, Paragraph 9, Clause 2 of the Universities Act)
14. Setting examination dates and application deadlines (Section 14), accepting registrations for modular and general examinations (Section 12, Paragraph 9), admitting students to modular examinations, general examinations (Section 12) and examination resits before a committee (Section 15)
15. Putting together examination committees (Sections 12, Paragraph 5, 13 Paragraph 2, 15) and taking a leadership role in the event of the third resit of an examination (Section 15, Paragraph 3)
16. Consulting examiners for admission and supplementary examinations, regulating the mode of examination and establishing whether the examination is to be taken as an individual examination or before a committee (Section 75, Paragraph 1 of the Universities Act)
17. Consulting relevant examiners for lecture, modular and general examinations (Section 11, Paragraph 1 and Section 12, Paragraphs 2 to 5)
18. Deciding whether the prerequisites for registering for modular or general examinations are present (Section 12, Paragraph 9)
19. Deciding whether there were justifiable grounds for the application of the examiner not to be approved (Section 12, Paragraph 10)

20. Deciding whether the prerequisites for the approval of an alternative examination method in accordance with Section 59, Paragraph 1, Clause 12 of the Universities Act are present (Section 12, Paragraph 11)
21. Deciding whether there is a significant reason to terminate an examination (Section 14, Paragraph 6)
- 21a Deciding whether there were justifiable grounds for the request to change the examination method in accordance with Section 15, Paragraph 3a not to be approved
22. Ensuring that assessment documents are retained (Section 84, Paragraph 1 of the Universities Act)
23. Annuling assessments in accordance with Section 73, Paragraph 1 of the Universities Act and annulling examinations due to a serious deficiency in their implementation (Section 79, Paragraph 1 of the Universities Act)
24. Recognising examinations (Section 78 of the Universities Act) and academic research (Section 85, Paragraph 2 of the Universities Act)
25. Assigning the supervision of academic research (Section 18, Paragraph 2), accepting the notification of a topic of academic research (Section 18, Paragraph 4) and assigning a Diploma or Master's thesis to a different university tutor (Section 18, Paragraph 6)
26. Approving dissertation projects and approving, unilaterally terminating or substantially changing the thesis agreement (Section 19, Paragraph 5) and appointing experts for the thesis (Section 19, Paragraph 7 and 8)
27. Approving applications to restrict access to academic research (Section 86 of the Universities Act)
28. Issuing certificates for degrees (Section 74, Paragraph 3 of the Universities Act)
29. Awarding degrees or academic titles (Section 87, Paragraph 1 of the Universities Act, Section 55, Paragraph 4 of the Universities Act and Section 87, Paragraph 2 of the Universities Act)
30. Revoking domestic degrees or academic titles (Section 89 of the Universities Act)
31. Issuing a declaration on the recognition of an overseas qualification (nostrification – Section 90 of the Universities Act) and determining which evidence is required for the recognition of an overseas qualification by decree (Section 20, Paragraph 3)
32. Contributing to the creation and amendment of curricula in accordance with the guidelines of the senate for the work of the curricular commissions and deciding whether a curriculum amendment is structural (Section 6, Paragraph 2)
33. Transferring certain tasks to the leader of the continuing education programmes in connection with the implementation of continuing education programmes
34. Calling for applications for and granting academic excellence and support grants (Section 59, Paragraph 1 and Section 61, Paragraph 3, as well as Section 65, Paragraph 1 and Section 67, Paragraph 2 of the Student Support Act)
35. Issuing rules of procedure (Section 2, Paragraph 1)

**(6)** The Rector of Studies shall apply the 1991 General Administrative Law Act [*Verwaltungsverfahrensgesetz (AVG)*] in study matters (Section 46, Paragraph 1 of the Universities Act). In study matters, the bodies that legally represent the students shall also be entitled to take legal action in accordance with the provisions of the 2014 National Union of Students Act [*Hochschülerinnen- und Hochschülerschaftsgesetz (HSG)*].

**(7)** The Rector of Studies may delegate certain tasks to the Head of the Admissions and Examinations Office to be carried out 'on behalf of the Rector of Studies'.

### **Section 3 Programme Director**

**(1)** For each programme of study and for programmes of study that are closely related in terms of content, as well as for all interdisciplinary programmes of study, a Programme Director shall be appointed by the Rector of Studies for a two-year term of office. For programmes of study with more than 300 students, one or two representatives of the Programme Director can be appointed. In justified cases, a representative of the Programme Director may also be appointed for degree programmes with fewer than 300 students. The appointment shall take place in consultation with the managers of those organisational units tasked with research and teaching which are significantly involved in the implementation of the degree programme, in particular in the area of required subjects.

**(2)** The subjects of the teacher training programme and the specialist parts of the doctoral programme can be transferred to the responsibility of the Programme Director, who supervises closely-related subject programmes. For general pedagogy and the interdisciplinary project course, a joint Programme Director shall be appointed.

**(2a)** The Rector of Studies assigns extension programmes to the responsibility of the programme director who supervises the directly related Bachelor's and/or Master's degree programmes. If such an assignment is not possible due to the non-existence of a related Bachelor's and/or Master's programme, a programme director shall be appointed for a term of office of two years in agreement with the heads of the organisational units involved in the implementation of this extension programme.

**(3)** The Rector of Studies shall assign the Programme Director with the implementation and coordination of the following tasks:

1. Organising the given course offerings, taking into consideration student feedback, and managing the teaching budget
2. Recognising examinations (Section 78 of the Universities Act) and academic research (Section 85, Paragraph 2 of the Universities Act)
3. Admitting students to modular examinations and general examinations (Section 12)
4. Putting together examination committees (Section 12, Paragraph 5, Section 13, Paragraph 2, Section 15)
5. Setting examination dates and application deadlines (Section 14)
- 5a. The appointment of examiners for modular examinations (Section 14, Paragraphs 2 – 5)
6. Making decisions on course change requests to be admitted to an individual study programme
7. Making decisions on course change requests (Section 17)
8. Providing advice related to issuing and amending curricula
9. Reviewing requests for Bachelor's, Master's, Diploma and Doctoral certificates as well as completion certificates for extension programmes

**(4)** The Programme Director shall decide on behalf of the Rector of Studies with regard to the matters listed under Section 3, Items 1 to 5a. In doing so, the Rector of Studies shall carry out subject-specific supervision and shall be able to issue instructions, which must be drawn up in writing on the request of the Programme Director. A Programme Director or their representative can be suspended from their role by the Rector of Studies in justified cases.

**(5)** The tasks stated in Paragraph 3 can, with the exception of the provisions of Clause 1, be shared between the Programme Director and their representatives. In the case of teacher training programmes and doctoral programmes, some of the tasks specified in Paragraph 3 can also be delegated to persons who do not have the role of Programme Director.

**(6)** Remuneration for the role of Programme Director acc. to Paragraphs 1, 2 and 2a shall be in the form of a functional allowance, the amount of which is established by the Rectorate after consulting the Rector of Studies. Programme Directors who exclusively supervise extension programmes (Paragraph 2a, second sentence) are not entitled to compensation. If a representative is appointed pursuant to Paragraph (1), third sentence, the remuneration shall be calculated on a pro rata basis.

#### **Section 4 Curricular commissions**

**(1)** For each programme of study and for programmes of study that are closely related in terms of content, as well as for all interdisciplinary programmes of study, a curricular commission is to be set up by the senate. The size of the curricular commission shall be established on the recommendation of the manager of the organisational unit that is involved in the implementation of the programmes of study in question to a relevant extent, according to Paragraph 2. The curricular commissions shall be assigned to a faculty, with the exception of the interfaculty and interuniversity curricular commissions.

**(2)** The curricular commissions are made up of representatives of academic staff in accordance with Section 94, Paragraph 2 of the Universities Act and the students admitted to the programme of study

in question in accordance with Section 94, Paragraph 1, Clause 1 of the Universities Act, in the ratio of 3:2, 4:3, 5:4, 6:5 (for programmes of study with a strong interdisciplinary focus) and 9:4 (for teacher training programmes). In programmes of study with a considerable proportion of service subjects in the compulsory field, representatives of these subjects should be taken into account to a relevant extent.

**(3)** The representatives of academic staff shall be appointed by the senate on the recommendation of the manager of the organisational unit and after consulting the Deans of the relevant faculties for one of the terms of office corresponding to the term of office of the senate.

**(4)** The representatives of the students shall be delegated by the responsible bodies in accordance with the provisions of the 2014 National Union of Students Act (HSG).

**(5)** A substitute member shall be appointed for every member of the curricular commission in the corresponding way.

**(6)** The Programme Director of the programmes of study in question shall be co-opted at least as a member in an advisory capacity. The Rector of Studies and the Dean of the relevant faculties shall be invited to the curricular commission meetings to provide information.

**(7)** The inaugural meeting shall be convened by the chair of the senate and conducted by them until a chair is elected from the circle of representatives of academic staff. The vice-chair shall be elected from the circle of representatives of the students.

**(8)** The rules of procedure of the senate shall apply mutatis mutandis.

**(9)** The curricular commission shall have the following duties:

1. Creating and modifying the curricula (Sections 6 and 7)
2. Advising the university bodies involved with study matters
3. Selecting and/or dismissing the chair and vice-chair

### **Section 5 Contents of the curricula**

**(1)** The following shall be established in the curriculum:

1. The competency profiles of the graduates, including the contents and learning results that are necessary at the level of the study programme in order to obtain these academic and prevocational competencies
2. The designation and number of ECTS credits of the compulsory and elective subjects as well as the learning results to be achieved by the student at the level of the subject
3. The subject and scope of the courses that form the subjects as well as the establishment of the prerequisite for registering for courses, if necessary (Section 58, Paragraph 7 of the Universities Act)
4. The designation, nature and assigned number of ECTS credits of courses from the compulsory subjects as well as regulations related to the restricted electives (Section 9, Paragraph 3)
5. The nature of courses with ongoing assessment (e.g. introductory seminar, seminar, consortium, conservatory, practical, work experience)
6. The number of ECTS credits allotted to the free electives (Section 9, Paragraph 4)
7. In Bachelor's and Diploma programmes, provisions related to the study orientation period in accordance with Section 66 of the Universities Act
8. In Bachelor's programmes, provisions related to the completion of Bachelor's thesiss (Section 80 of the Universities Act)
9. In Diploma programmes, the number and duration of study phases and the distribution of ECTS credits between the study phases
10. The examination regulations (Section 51, Paragraph 2, Clause 25 of the Universities Act)

11. The process of allocating places in courses with a limited number of participants (Section 58, Paragraph 8 of the Universities Act), whereby it must be ensured that the allocation of places takes the individual study situation into account and the order of the application does not constitute a criterion
12. The transitional provisions (Section 8)
13. The integration of women's and gender studies into the compulsory and optional subjects (see Statute Part E/I 4.3., Section 26, Paragraphs 2, 3)
14. A non-binding recommended route for orientation and planning purposes in the appendix
15. A recommendation for a mobility window
16. If the programme of study is arranged with another university, the allocation of the courses to the participating universities
17. The level of proficiency in the language of instruction necessary for the successful completion of studies for persons whose first language is not the language in which the studies are conducted, if this is higher than level B2.

**(2)** The following can be established in the curriculum:

1. Which programmes of study should be deemed relevant for Master's and Doctoral degree programmes, in accordance with Section 64, Paragraphs 3 and 4 of the Universities Act
2. Regulations related to the recognition of examinations within the meaning of Article 78, Paragraph 1, final sentence of the Universities Act
3. Regulations related to going on a relevant work placement within the meaning of an activity separate to the university degree programme, which is to be allocated a corresponding number of ECTS credits, or suitable alternative forms if it is not possible to go on a work placement
4. *no longer applies*
5. Regulations in accordance with Section 19, Paragraph 2b of the Universities Act about the use of foreign languages when holding courses and examinations and for the writing of academic research
6. Recommendations for free, restricted and interdisciplinary electives on women's and gender studies (see Statute Part E/I, 4.3., Section 26, Paragraph 4)
7. *no longer applies (university bulletin of 07/02/2018)*
8. In curricula for the general training in secondary-level education programme, a summary of study areas in compulsory and elective modules that deviate from Paragraph 1, Clauses 2-4.

### **Section 6 Issuing and amending the curricula**

**(1)** Issuing and amending the curricula as a task of the senate and the preceding process of curriculum development are of particular importance. As such, the senate issues a directive in accordance with Section 25, Paragraph 1, Clause 15 in conjunction with Section 10 of the Universities Act for the work of the curricular commissions, which describes the process in detail.

**(2)** For the planned amendment of a curriculum, the curricular commission shall decide at the start, in consultation with the Rector of Studies, whether the amendment in question is structural or non-structural. In particular, the following are considered structural amendments:

1. The fundamental amendment of the content-related orientation of the study programme
2. The introduction of new compulsory subjects or a compulsory work placement
3. The removal of existing compulsory subjects, a compulsory work placement or restricted electives
4. Amendments to the content and allocation of semester hours or ECTS credits by more than 20 percent of the total ECTS credits allocated to the programme of study
5. Amendment of the semester hours or ECTS credits in a compulsory subject or a restricted elective by more than 50 percent
6. Amendment of the semester hours or ECTS credits of the orientation period by more than 20 percent
7. The fundamental amendment of the examination regulations

For non-structural amendments, a simplified procedure shall be followed.

(3) The further procedure for the amendment of the curriculum is described in the guideline of the senate for the work of the curricular commissions. For both structural and non-structural amendments, regulations pertaining to the equivalence of examinations that have been passed from the previously applicable and amended curriculum can be incorporated into the curriculum (equivalence table). In the event of a structural amendment, the obligation for transitional provisions in accordance with Section 8 must be taken into account.

### **Section 7 Advisory collegial body – Curricula (BEKO-C)**

(1) The senate shall set up a collegial body to provide advice and prepare decisions in connection with issuing and amending curricula in accordance with Section 25, Paragraph 7 of the Universities Act. The name of the collegial body is 'Advisory collegial body – Curricula (BEKO-C)'.

(2) The task of the collegial body is the preparatory examination of decisions of the curricular commissions relating to amending or issuing a curriculum. Furthermore, the collegial body advises the curricular commissions during the curriculum development process, especially in strategic, financial, legal and practical matters.

(3) The collegial body shall be composed of representatives of the academic staff in accordance with Section 94 Paragraph 2 of the Universities Act and of the students in accordance with Section 94 Paragraph 1 Clause 1 of the Universities Act in a ratio of 5:3. Each member is assigned a substitute member *ad personam* who belongs to the same delegation group.

The representatives of the academic staff shall be appointed as follows:

1. One representative each from the Faculty of Humanities, the Faculty of Management and Economics, the Faculty of Interdisciplinary Studies, and the Faculty of Technical Sciences,
2. One member of the Senate.

In the case of Clause 1., the representatives of the academic staff shall be appointed by the Senate upon recommendation by the respective dean for a term of office corresponding to the term of office of the Senate. The student representatives shall be delegated by the competent bodies in accordance with the provisions of the Austrian Student Union Act (HSG) 2014.

(4) Furthermore, the following five advisers in particular belong to the collegial body: the Bologna representative, a representative from the University Executive Support Office for Legal Services, a representative from the Admissions and Examinations Office, a representative from the Equalities Working Group, a representative from the University Executive Support Office for Quality Management and Evaluation.

(5) The chair of the collegial body is to be elected by the collegial body from the circle of representatives of academic staff. The collegial body shall take its decisions by simple majority. In the event of a tie, the chairperson shall have a casting vote.

### **Section 8 Transitional provisions in the curricula**

(1) It must be stipulated in the curriculum that degree students shall be able to complete their programme of study as of the date of entry into force of a structurally amended curriculum in accordance with the previously applicable regulations within a period corresponding with the intended duration of study plus at least one semester. In programmes of study with study phases, this provision shall apply per study phase. In justified cases, this period may be extended once by one or two semesters by order of the curricular commission. If the extension is associated with additional costs, this must be agreed with the Rectorate. The provisions of Section 124 of the Universities Act shall remain unaffected by this.



(2) In cases of particular hardship, the Rector of Studies can also, upon the request of the student, extend the period set out in Paragraph 1 by a maximum of two semesters.

(3) In the event of non-structural amendments, all degree students shall be subjected to the amended curriculum from the time at which it enters into force.

(4) If the programme of study is not completed within the appointed period in accordance with Paragraph 1, the students shall be subjected to the amended curriculum for the further programme of study. Furthermore, these students shall be entitled to voluntarily subject themselves to the amended curriculum at any time. In the case of jointly established studies (Section 54e of the Universities Act), the right of subordination can be limited to the admission deadlines.

(5) Specific regulations related to the equivalence of examinations that have been passed as part of the previously applicable and amended curriculum are to be established in the curriculum.

### **Section 8a Complementary programmes**

(1) Complementary programmes are degree programmes whose purpose is to extend a teacher training programme completed at an Austrian university as a Diploma programme, a Bachelor's programme worth at least 240 ECTS credits or a Master's programme with an additional subject or several subjects or specialist modules. The same applies to Bachelor's programmes worth at least 240 ECTS credits and for Master's programmes that have been completed at a University College of Teacher Education in conjunction with a university (jointly arranged programme of study). Admission to a complementary programme can also take place prior to the teacher training programme whose extension it serves.

(2) Admission and registration as a continuing student on a complementary programme for a teacher training Diploma programme require registration as a continuing student or the completion of the Diploma programme whose extension it serves. In the event that admission to a teacher training Diploma programme expires before its completion, admission for the complementary programme(s) shall also expire at the same time. Admission to the final Diploma examination in the complementary programme requires full completion of a teacher training Diploma programme. It concludes with a Diploma examination before a committee, which comprises teaching methodology as well as another subject (with the exception of teaching methodology). Admission to the Diploma examination requires full completion of all coursework designated in the curriculum in question. The writing of an additional Diploma thesis is not required. Such admission is possible until the 2016/2017 academic year at the latest.

(3) Admission and registration as a continuing student on a complementary programme for a teacher training Bachelor's programme requires registration as a continuing student or the completion of the Bachelor's programme worth 240 ECTS credits whose extension it serves. In the event that admission to a teacher training Bachelor's programme expires before its completion, admission for the complementary programme(s) shall also expire at the same time. Completion of the complementary programme for a teacher training Bachelor's programme requires full completion of a teacher training Bachelor's programme. The writing of an additional Bachelor's thesis is not required.

(4) Admission and registration as a continuing student on a complementary programme for a teacher training Master's programme requires proper registration as a continuing student or the completion of the Master's programme, whose extension it serves. In the event that admission to a teacher training Master's programme expires before its completion, admission for the complementary programme(s) shall also expire at the same time. Admission to the Master's examination before a committee in the complementary programme requires full completion of a teacher training Master's programme. The Master's examination is an examination before a committee and comprises a subject area from the subject chosen and/or the specialist topic chosen. The writing of an additional Master's thesis is not required.

(5) A certificate shall be drawn up to document the completion of a complementary programme. The completion of a complementary programme does not provide any entitlement for the awarding of an additional academic degree.

### Section 9 Subjects

(1) Subjects are study areas whose contents and methods are, as a general rule, taught through several related courses.

(2) Compulsory subjects are subjects significant to a degree programme, for which examinations must be taken.

(3) Restricted electives are subjects that the students are able to select according to the regulations of the curriculum. For all programmes of study, with the exception of teacher training programmes, double degree programmes and joint degree programmes, restricted electives worth at least 20 percent of the total number of ECTS credits must be provided.

**(3a)** *No longer applies (university bulletin of 07/02/2018)*

(4) Free electives are courses that can be freely chosen from a range of course offerings at recognised Austrian or international universities. Courses that were completed in order for the student to be entitled to study in accordance with Section 64a of the Universities Act or to gain general or special eligibility for university admission (Section 64, Paragraph 2 and Section 65, Paragraph 1 of the Universities Act) are excluded from this. In the case of courses that have been completed at other recognised Austrian or international post-secondary educational institutions, the responsible university body shall decide whether recognition as a free elective makes sense academically or with regard to professional activities for the chosen programme of study. For all programmes of study, free electives worth at least 5 percent of the total number of ECTS credits are required.

(5) For teacher training programmes, separate regulations are to be specified in the curricula which shall apply to the structuring of the curriculum (modules), the extent of the restricted electives or optional modules and the free electives.

**Section 9a Complementary curricula** *no longer applies (university bulletin 07/02/2018)*

### Section 10 Courses

(1) Lectures (German abbreviation VO) are courses by which knowledge is transferred by means of talks given by lecturers. The examination takes place in a one-off (written and/or oral) examination. Students are entitled to take lecture examinations up until the end of the semester following the one in which the course takes place.

(2) Courses with ongoing assessment are courses in which the assessment does not take place in a one-off examination, but on the basis of written and/or oral contributions by the participants. If, in the framework of a course with ongoing assessment, a Bachelor's thesis or seminar paper or a paper requiring a comparable degree of effort is to be written, it is possible to hand in the paper for courses taking place in the winter semester up until the following 30 June; for courses taking place in the summer semester, this is possible until 31 January of the following year. For written papers (Bachelor's theses, seminar papers, introductory seminar papers or papers requiring a comparable degree of effort), oral or written feedback is to be offered to students.

(3) Tutorials (TU), which are led by qualified students, are not courses but rather supervision sessions that accompany courses.

(4) The Rector of Studies is able to approve the holding of courses which only take place during part of the semester, but with a corresponding increase in the number of weekly hours (block courses) as

long as there are important reasons to do so and the necessary rooms are available. In university courses, there is generally the opportunity to hold block courses. Further regulations for block courses, in particular for preliminary discussions, upper limits for blocks and block-free times shall be issued by the Rector of Studies.

**(5)** For courses with a limited number of participants, it must be ensured in accordance with the budget that the study time does not increase for students who have been deferred by an application (Section 58, Paragraph 8 of the Universities Act).

**(6)** The course instructors must inform the students in a suitable manner about the objectives, form, contents, learning outcomes, dates and methods of the courses and about the contents, form, methods, dates, assessment criteria and assessment standards of the examinations using the course planners in the electronic course registration system (ZEUS) prior to the start of each semester (Section 76, Paragraph 2 of the Universities Act). If the assessment of a course does not take place in accordance with the specified criteria and standards, this shall be regarded a serious deficiency within the meaning of Section 79, Paragraph 1 of the Universities Act.

### **Section 11 Lecture examinations – course examinations in accordance with Section 10, Paragraph 1**

**(1)** Lecture examinations serve as proof of the knowledge and skills that have been taught via the lecture in question. They shall be held by the leader of the course. If required, the Rector of Studies shall bring in another suitable examiner.

**(2)** If an application from a student for a different examination method due to a long-term disability in accordance with Section 59, Paragraph 1, Clause 12 of the Universities Act is not immediately granted by the examiner or the chair of the examination committee, the Rector of Studies must, after consulting the student and examiner or the chair of the examination committee, decide prior to the examination whether the prerequisites of Section 59, Paragraph 1, Clause 12 of the Universities Act are met. If a different examination method is authorised, the examiner or the chair of the examination committee must arrange implementation of the examination that has been modified correspondingly.

### **Section 12 Modular examinations, general examinations and overall assessment**

**(1)** Modular examinations are examinations that serve as proof of knowledge, skills and expertise in a subject. General examinations are examinations that serve as proof of knowledge, skills and expertise in more than one subject.

**(2)** Modular examinations are to be performed as individual examinations (by individual examiners) or as examinations before a committee (by examination committees). General examinations are to be performed as examinations before a committee (by examination committees). In order to hold modular examinations and general examinations, the Rector of Studies must involve the university tutors, whose experience of teaching comprises the subject in question.

**(3)** The Rector of Studies shall also be entitled to bring in persons with equivalent teaching experience from a recognised Austrian or international university in order to hold these examinations.

**(4)** If required, the Rector of Studies shall, in addition, be entitled to involve academic staff and other qualified experts as examiners.

**(5)** For modular examinations and general examinations before a committee, the Rector of Studies must form examination committees. A committee must be made up of at least three members, whereby – in the case of general examinations – one examiner must be provided for each examination subject or its particular area. One member is to be appointed chair of the examination committee.

**(6)** Advice about the result of an examination before an examination committee must take place in a closed session of the examination committee, whereby – in the case of general examinations – each examination subject shall be assessed individually. The decisions made by the examination committee shall be made using a voting majority; the chair shall be last to vote. Each member must also consider the general impression of the examination when voting about the result in the individual subjects. In the event that the majority of assessments are failed, the subject shall be failed.

**(7)** If the examination committee is unable to form a majority decision about the assessment of a subject, the arithmetic average of the assessments proposed by the members is to be formed, whereby a result greater than x.5 shall be rounded up.

**(8)** If several examinations are to be taken in one subject, the subject grade from the performance assessments weighted with the ECTS credits shall be determined. Results greater than x.5 shall be rounded up. In the event of Diploma courses, results shall be weighted based on the number of semester hours.

**(8a)** On the occasion of the completion of a Bachelor's, Diploma or Master's degree course, an overall assessment shall be provided in addition to the assessments of the individual subjects and any academic research. The general assessment shall be deemed to be "passed" if every subject and any academic research has been passed. The overall assessment shall be deemed to be "passed with distinction" if none of the mentioned coursework has received a worse assessment than "good" and at least half of the coursework has received the assessment "excellent". If the programme of study in question stipulates a final examination, the assessments of the individual subjects of the overall assessment should also be taken into account when determining the overall assessment. These rules shall also apply when determining the overall assessment of the first study phase of the terminated teacher training Diploma programme.

**(8b)** If, in a Doctoral degree programme, the doctoral thesis/dissertation has been assessed as "excellent" and the viva has been assessed as "good" or higher, the overall assessment shall be "passed with distinction". Otherwise, the overall assessment shall be "passed", as long as the viva is passed. If a Doctoral degree programme concludes with a comprehensive Doctoral examination, the assessments of the two subjects are to be taken into consideration when determining the overall assessment, in addition to the assessment of the thesis. The overall assessment shall be deemed to be "passed with distinction" if the thesis and one subject have been assessed as "excellent" and the other subject has been assessed as "good" or higher. Otherwise, the overall assessment shall be "passed".

**(8c)** On the occasion of the completion of a continuing education programme, an overall assessment shall be provided in addition to the assessments of the individual subjects and any academic research (Master's thesis). The general assessment shall be deemed to be "passed" if every subject and any academic research (Master's thesis) has been passed. The overall assessment shall be deemed to be "passed with distinction" if none of the mentioned coursework has received a worse assessment than "good" and at least half of the coursework has received the assessment "excellent". If the continuing education programme in question stipulates a final examination, the assessments of the individual subjects of the overall assessment should also be taken into account when determining the overall assessment.

**(8d)** Paragraph 8a shall also apply mutatis mutandis when determining the overall assessment in jointly arranged teacher training programmes (Section 54e of the Universities Act) and to any complementary programmes for the extension of teacher training programmes (Section 54b and Section 54c of the Universities Act), as well as to joint study programmes (Section 54d of the Universities Act) unless special provisions state otherwise.

**(9)** Where the curriculum stipulates that modular examinations or overall examinations must be taken, students shall be entitled to register to sit an examination within the established registration period with the Rector of Studies. The Rector of Studies must comply with the registration if the student has proven that they fulfil the registration requirements stipulated within the curriculum. If the registration is

not complied with, the Rector of Studies shall decide about the registration of the student by providing notification.

**(10)** Students shall be entitled to submit applications along with the registration regarding the examiner (Section 59, Paragraph 1, Clause 13 of the Universities Act 2002). As of the second attempt at an examination, the applications regarding the examiner, who is an employee of Alpen-Adria-Universität Klagenfurt, shall be complied with. If the application is not complied with, the Rector of Studies shall decide about the application of the student by providing notification.

**(11)** Section 11, Paragraph 2 shall apply mutatis mutandis.

### **Section 13 Final examinations**

**(1)** The subjects and the way in which the final examinations are taken in Bachelor's, Master's and Diploma programmes shall be established in the respective curriculum. In curricula of Master's and Diploma programmes, either a final examination before a committee or several modular examinations shall be scheduled. Examiners are to be appointed in accordance with Section 12, Paragraphs 2 to 4.

**(2)** The following version of Paragraph 2 shall apply to students who were admitted on Doctoral degree programmes prior to the 2018/19 winter semester. For students who are admitted after the 2018/19 winter semester, Paragraph 2 shall be used in the amended version (see below), cf. Section 25, Paragraph 25.

Doctoral programmes conclude with a public viva. A viva is a final examination in front of an examination committee; regulations concerning the viva are set out in the curriculum. Regulations from Section 12, Paragraphs 5 and 7 shall be applied mutatis mutandis. Examiners are to be appointed in accordance with Section 12, Paragraphs 2 and 3. Students can propose examiners. The supervisor is a non-voting member of the examination committee.

**(2)** The following version of Paragraph 2 shall apply to students who were admitted on Doctoral degree programmes after the 2018/19 winter semester (cf. Section 25, Paragraph 25). For students who were admitted prior to the 2018/19 winter semester, Paragraph 2 shall be used in the previously applicable version (see above).

Doctoral programmes conclude with a public viva. A viva is a final examination in front of an examination committee; regulations concerning the viva are set out in the curriculum. Regulations from Section 12, Paragraphs 5 and 7 shall be applied mutatis mutandis. Examiners are to be appointed in accordance with Section 12, Paragraphs 2 and 3; membership of the examination committee must include at least one reviewer. Students can propose examiners. Supervisors can be members of the examination committee, however are unable to vote.

### **Section 14 Examination dates, registration for examinations and regulation on bringing credits forward**

**(1)** Examination dates must be scheduled in such a way that it is possible for the students to comply with the duration of study specified in the curricula. In the case of examinations conducted as one-off examinations, at least three examination dates shall be scheduled in each semester (Section 76, Paragraph 3 of the Universities Act). If lectures are not offered every semester, at least four examination dates shall be offered, whereby at least one examination date shall be scheduled at the end of the semester in which the lecture is held and at least one examination date in the following semester. As a general rule, an interval of at least six weeks should be allowed between the individual examination dates. A shorter interval may be chosen in justified cases provided that it can be guaranteed that students will be able to repeat the examination on the nearest following date. The Rector of Studies shall be able to delegate the establishment of examination dates for lecture examinations to the lecturers. The examination dates shall be recorded in the electronic course registration system (ZEUS). Examinations can also be held at the start and end of non-teaching periods. For examinations that are part of the introductory and orientation phase, at least two

examination dates shall be scheduled in each semester, whereby one examination date may also be held during non-teaching periods (Section 66, Paragraph 2 of the Universities Act).

**(2)** A period of at least two weeks shall be established for the registration for examinations. This must expire at least five weeks before the examination date in the case of vivas and comprehensive doctoral examinations, at least three weeks before the examination date in the case of examinations before a committee and at least two weeks before the examination date in the case of modular examinations. For lecture examinations, the registration period must expire one week prior to the examination date at the earliest. The Rector of Studies shall be able to delegate the establishment of registration periods for lecture examinations to the leaders of the lectures.

**(3)** Additional individual deadline agreements between the students and the examiners are permitted.

**(4)** Students shall be informed of the names of the examiners in an appropriate manner no later than at the beginning of the registration period. The substitution of an examiner who is prevented from attending is permissible.

**(5)** Students shall be entitled to deregister from the examinations (lecture examinations, modular examinations, overall examinations) up until 48 hours prior to the time of the examination without specifying a reason. Deregistration shall be carried out in the electronic course registration system (ZEUS). In the event that the candidate does not take the examination without deregistering within the appropriate period of notice, the examination shall not be assessed and shall not count towards the number of examination attempts. However, students who were not inhibited from deregistering for a valid reason can be banned from sitting this examination for a period of up to six weeks in the case of oral examinations or general examinations before a committee. The examiner or the chair of the examination committee must lift this examination ban if the student proves that the deregistration was due to a valid reason.

**(6)** If a student terminates the examination without valid reason, the examination shall be failed. If the existence of a significant reason is not immediately affirmed by the examiner or the chair of the examination committee, the Rector of Studies must establish by providing notification – on the request of the student and after consulting the examiner or the chair of the examination committee – of whether a valid reason exists. The request must be made within two weeks after the termination. If the Rector of Studies establishes that there is a valid reason, the examination shall not be assessed and shall also not count towards the number of resits.

**(7)** For all programmes of study with an orientation period within the meaning of Section 66 of the Universities Act, additional courses worth up to 22 ECTS credits may be taken prior to completing the orientation period. For teacher training programmes carried out in cooperation, any regulations established in the curriculum shall apply in this regard.

### **Section 15 Examination resits**

**(1)** Students shall be entitled to resit failed examinations, which are carried out in the form of a one-off examination, up to three times. The second resit of a failed examination shall be held on the request of the student before a committee; this shall also apply to the third resit. Section 12 shall apply *mutatis mutandis* with regard to the appointment of the examination committee and the assessment of the resit.

**(2)** General examinations must be repeated in full if more than half of the subjects examined have been failed. In all other cases, only failed subjects need to be repeated.

**(3)** When an examination is attempted for the third time, the Rector of Studies shall attend and chair the examination committee. For final examinations (Section 13), the examination committee shall consist of five members.

**(3a)** In the event that an examination is conducted in a single act using the multiple-choice method, students are entitled to take the last permissible re-take of the exam for which they have received a negative assessment as an oral exam. This switch to a different examination method is contingent upon a formal request, which must be submitted at the time of registering for the exam.

**(4)** In the event of a failed course in accordance with Section 10, Paragraph 2, the entire course can be repeated up to three times.

**(5)** In the event of failed educational/practical studies in teacher training programmes, the provisions in accordance with Section 77, Paragraph 4 of the Universities Act shall apply.

### **Section 16 Suspension of studies**

Students shall be entitled to submit a suspension application to the Rector of Studies on the basis of reasons stated in Section 67, Paragraph 1 of the Universities Act or for other important reasons (e.g. social or family matters, practical work outside a compulsory work placement or work experience abroad). It is the student's responsibility to ensure that they provide credible evidence to support their suspension application. The Rector of Studies shall make a decision on the application within four weeks.

### **Section 17 Changing a course**

Upon a reasoned request from a student on a Bachelor's, Master's or Diploma course, the Rector of Studies shall be able, after consulting the Programme Director, to authorise courses constituting no more than ten percent of the total ECTS credits of the study programme to be replaced by other programme-specific courses in order to enable students to set their own individual focus, as long as the objective of academic training in the study programme in question is not compromised as a result.

### **Section 17a Joint writing of Bachelor's theses** *no longer applies (university bulletin of 01/04/2020)*

### **Section 18 Master's and Diploma theses**

**(1)** The topic of the Master's or Diploma thesis is to be taken from the subjects established in the curriculum. The student shall be entitled to propose the topic or choose the topic from a number of suggestions made by the available supervisors.

**(2)** Academic staff with authorisation to teach (*venia docendi*), whose main occupation within the meaning of Section 100, Paragraph 3 in connection with Paragraph 4 of the Universities Act is based at Alpen-Adria-Universität Klagenfurt, shall be entitled and also obliged, in accordance with their other work at the university, to supervise and assess Master's and Diploma theses from the subject they are authorised to teach. Furthermore, this right shall also be granted to persons who have been granted teaching authority by Alpen-Adria-Universität Klagenfurt in accordance with Section 103 of the Universities Act. Emeritus professors and retired professors shall be entitled to supervise and assess Diploma and Master's theses in accordance with Section 104 of the Universities Act. If required, the Rector of Studies shall also be able to entrust suitable academic staff in possession of a doctoral degree with the supervision and assessment of Master's and Diploma theses from their area of research. The student shall be entitled to choose a supervisor in accordance with the options available.

**(2a)** Supervision by two persons who are authorised to supervise shall be permissible on a case-by-case basis, where there is good reason to do so (interdisciplinary focus of the topic). The appointment

of a second supervisor shall be carried out if the thesis is being written within the framework of a joint, double or multiple degree programme and a second supervisor is provided for in the contract. The provisions in the statute shall otherwise apply equally to the second supervisor.

**(3)** In justified cases, the Rector of Studies can, after consulting the subject representatives, also entrust persons with a relevant authorisation to teach from a recognised Austrian or international university or another equivalent institution with the supervision and assessment of Diploma and Master's theses.

**(4)** The topic and the supervisor of the Master's or Diploma thesis must be approved by the Rector of Studies. The application must be made by the student prior to starting work. The Rector of Studies must make a decision about the application within two months after receiving it. A rejection must be made in the form of an official decision. Until the thesis is submitted (Paragraph 5), the student shall be permitted to change supervisor.

**(4a)** The Rector of Studies may allow several students to work on a topic jointly, provided that the contribution of each individual student can be assessed separately (Section 81, Paragraph 3 of the Universities Act) and their individual achievements are commensurate with the requirements of a Master's or Diploma thesis. To ensure each student's contribution can be assessed separately, the individual parts of the paper must be written by one student, who must be explicitly named. However, the overall topic must be treated jointly, and the nature of the collaboration between the students must be explained. This also applies if work is submitted separately.

**(5)** The completed Master's or Diploma thesis must be submitted to the Rector of Studies in electronic format. On the request of the supervisor, the author must provide them with a bound copy of the thesis. Submission to the library shall take place exclusively in electronic format.

**(6)** The supervisor shall produce the evaluation of the Master's or Diploma thesis in the form of an expert appraisal within 2 months following the submission of the thesis. If the Master's or Diploma thesis is not assessed within the appointed period of time, the Rector of Studies must assign the Master's or Diploma thesis to another person authorised to provide supervision in accordance with Paragraph 2 or 3, upon the request of the student.

**(7)** In the event that two supervisors have been appointed in accordance with Paragraph 2a, the Master's or Diploma thesis must be assessed by both of them. If one of the supervisors fails the thesis, the Rector of Studies shall have the thesis assessed by a third person who meets the requirements of Paragraph 2. In the event of two failed assessments, the result shall be a fail. In all other cases, the assessment shall be made on the basis of the proposed grades. In the event of differing proposed grades, the arithmetic average of the proposed assessments shall be taken, whereby results greater than x.5 shall be rounded up. For joint programmes of study (joint, double or multiple degree programmes), any regulations made in the respective cooperation agreement shall apply in this regard.

**(7a)** Students may request the phased assessment of a Master's or Diploma thesis following the successful completion of defined components (Master's or Diploma thesis modules) in accordance with the conditions listed below:

1. A workload of more than 16 ECTS credit points is assigned to the Master's or Diploma thesis in the curriculum
2. It is only permissible to assess a maximum of three completed components
3. The first and second completed component comprise 8 ECTS credit points each. A positive assessment shall be recorded as "participated with success" and a negative assessment shall be recorded as "participated without success"
4. The final completed component (= the submitted Master's or Diploma thesis) comprises the ECTS credit points that are still missing from the total credits as defined in the curriculum and shall be assessed in line with Section 18, Paragraphs 6 and 7



5. If the Master's thesis is assigned to a subject in the curriculum, the grade for the completed Master's thesis weighted with the total number of ECTS credit points assigned by the curriculum is taken into account when determining the subject grade according to Section 12, Paragraph 8
6. The assessment of individual components of a Master's thesis can only be undertaken once per degree programme in cases where the assessment is positive.

The definition of the first and second component is the responsibility of the respective curricular commissions and must be announced in the university bulletin.

**(8)** The final piece of written work (Master's thesis) intended in the curriculum of a university degree at Master's level is an academic paper that demonstrates the student's ability to achieve adequate standards of content and methodology when independently addressing academic topics. The legal provisions for Master's theses to be written in regular degree programmes shall apply to these theses with the exception of Paragraph 7a.

**(9)** The announcement of the positive assessment of the Master's or diploma thesis marks the beginning of the two-week period during which a request for a temporary bar on access to the submitted thesis (Section 86, Paragraph 4 of the Universities Act) can be lodged.

### **Section 19 Doctoral theses/dissertations (admission prior to the WS 2018/19)**

The following version of Section 19 shall apply to students who were admitted on Doctoral degree programmes **prior to the 2018/19 winter semester**. For students who are admitted after the 2018/19 winter semester, Section 19 shall be used in the amended version (see below), cf. Section 25, Paragraph 25.

**(1)** Through the doctoral thesis/dissertation, the student must demonstrate that they are able to go beyond the demands of a Diploma or Master's thesis and make an independent contribution to solving problems in current academic research.

**(2)** Academic staff with authorisation to teach (*venia docendi*), whose main occupation within the meaning of Section 100, Paragraph 3 in connection with Paragraph 4 of the Universities Act is based at Alpen-Adria-Universität Klagenfurt, shall be entitled and also obliged, in accordance with their other work at the university, to supervise theses from the subject they are authorised to teach. Furthermore, this right shall also be granted to persons who have been granted teaching authority by Alpen-Adria-Universität Klagenfurt in accordance with Section 103 of Universities Act. Emeritus professors and retired professors shall be entitled to supervise theses in accordance with Section 104 of the Universities Act. Supervision by two or more persons shall be permissible.

**(3)** In justified cases, the Rector of Studies can, after consulting the subject representatives, also entrust persons with a relevant authorisation to teach from a recognised Austrian or international university or another equivalent institution with the supervision of theses.

**(4)** In order to ensure the quality of the dissertation project and to advise the Rector of Studies, doctorate advisory committees are to be set up, consisting of three, five or seven persons authorised to act as supervisors in accordance with the first sentence of Paragraph 2. The members of the respective doctorate advisory committee shall be appointed by the Rector of Studies for a period of two years on the basis of recommendations from the curricular committee responsible for the doctoral programme. The curricular committee shall make these recommendations after consulting the faculty conference(s) responsible for the subject. The various subjects of a doctoral programme should be considered appropriately.

**(4a)** For each doctoral programme, a doctorate advisory committee shall be set up. The responsibility of the respective doctorate advisory committee shall comprise the fields of the thesis that are relevant to it. Dissertation areas are those fields covered by the Master's degree programmes available at AAU. Further dissertation areas can be established by the Rectorate following consultation with the

curricular committee responsible for the doctoral degree programme, if sufficient supervisory competence is available at AAU.

**(4b)** For the doctoral programme that concludes with the doctoral degree “Doctor of Philosophy”, several – but at most four – doctorate advisory committees can be set up. The respective field of responsibility shall be established by the Rector of Studies on the basis of recommendations of the curricular committee responsible for the doctoral programme. The curricular committee shall make these recommendations after consulting the faculty conference(s) responsible for the subject.

**(4c)** Thematic doctoral programmes offer doctoral students structured supervision on a specific topic. On a thematic doctoral programme, students take a suite of complementary courses focusing on one main area of research. Doctoral programmes are set up on the request of several persons authorised to provide supervision and are specified more precisely by means of a founding statement. The persons authorised to provide supervision choose a spokesperson from their circle. They shall have the task of coordinating the doctoral programme. When a student applies for one of these programmes, admission shall be decided by majority vote by the admissions tutors for the programme. To apply, the student must have received admission onto a doctoral programme and approval from their supervisor(s).

**(5)** The dissertation project is to be submitted in writing by the student to the Rector of Studies. After obtaining a written statement from the relevant doctorate advisory committee, the Rector of Studies shall decide whether or not to approve the dissertation project. Section 18, Paragraph 4a shall apply on the condition that the Rector of Studies makes their decision on the basis of a statement by the doctorate advisory committee. In any case, approval of the dissertation project is a prerequisite for the conclusion of a dissertation agreement, which establishes and documents the concrete form of the doctoral degree programme. The curriculum provides further details. The dissertation agreement shall be concluded between the student and the supervisor and requires the approval of the Rector of Studies. The unilateral termination or significant amendment of the dissertation agreement also require approval by the Rector of Studies.

**(6)** The completed thesis must be submitted to the Rector of Studies in electronic and written format.

**(7)** The Rector of Studies determines two persons with relevant teaching authority (*venia docendi*) or equivalent qualifications as reviewers, on the recommendation of the doctorate advisory committee. At least one of the two reviewers must be external to the university, i.e. someone who is not a member of Alpen-Adria-Universität Klagenfurt, within the meaning of Section 94, Paragraph 1 of the Universities Act. The thesis is to be assessed by the examiners within a maximum period of four months.

**(8)** If one of the reviewers fails the thesis, the Rector of Studies shall have the thesis assessed by a third reviewer. This reviewer must assess the thesis within four months.

**(9)** If two or three reviewers have been brought in and fail the thesis, the result shall be a fail. In all other cases, the assessment of the thesis shall be made on the basis of the proposed grades. In the event of differing proposed grades, the arithmetic average of the proposed assessments shall be taken, whereby results greater than x.5 shall be rounded up.

**(10)** *For theses that are submitted after 01.10.2018 (cf. Section 25, Paragraph 25):*

Theses awarded a pass grade shall be delivered to the libraries named in Section 86, Paragraphs 1 and 2 of the Universities Act in electronic format only. Any thesis awarded a pass grade shall also be published in an open electronic repository. The reasons outlined in Section 86, Paragraph 4 of the Universities Act for restricting access to a thesis include publication by a professional publisher. If an application is successful, access to a thesis will be restricted for a maximum of three years.

**(11)** The announcement of the positive assessment of the doctoral thesis marks the beginning of the two-week period during which a request for a temporary bar on access to the submitted thesis (Section 86, Paragraph 4 of the Universities Act) can be lodged.

## Section 19 Doctoral theses/dissertations (admission after the WS 2018/19)

The following version of Paragraph 19 shall apply to students who were admitted on Doctoral degree programmes after the 2018/19 winter semester (cf. Section 25, Paragraph 25). For students who were admitted prior to the 2018/19 winter semester, Paragraph 19 shall be used in the previously applicable version (see above).

**(1)** Through the doctoral thesis/dissertation, the student must demonstrate that they are able to go beyond the demands of a Diploma or Master's thesis and make an independent contribution to solving problems in current academic research.

**(2)** Academic staff with authorisation to teach (*venia docendi*), whose main occupation within the meaning of Section 100, Paragraph 3 in connection with Paragraph 4 of the Universities Act is based at Alpen-Adria-Universität Klagenfurt, shall be entitled and also obliged, in accordance with their other work at the university, to supervise theses from the subject they are authorised to teach. Furthermore, this right shall also be granted to persons who have been granted teaching authority by Alpen-Adria-Universität Klagenfurt in accordance with Section 103 of Universities Act. Emeritus professors and retired professors shall be entitled to supervise theses in accordance with Section 104 of the Universities Act. Supervision and guidance shall be carried out by at least two persons, whereby the tutor is not obliged to fulfil the conditions of the authority to supervise pursuant to sentence 1.

**(2a)** The applicant shall be entitled to propose supervisors and tutors for their thesis or to choose in accordance with the options available. In order to ensure quality, at the time of admission onto a doctoral degree programme, a provisional letter of support for the thesis must be provided by at least one supervisor.

**(3)** In justified cases, the Rector of Studies can, after consulting the subject representatives, also entrust persons with a relevant authorisation to teach from a recognised Austrian or international university or another equivalent institution with the supervision of theses. At least one supervisor must belong to the group of persons pursuant to Section 2, first sentence.

**(4)** In order to ensure the quality of the dissertation project and to advise the Rector of Studies, doctorate advisory committees are to be set up, consisting of three, five or seven persons authorised to act as supervisors in accordance with the first sentence of Paragraph 2. The members of the respective doctorate advisory committee shall be appointed by the Rector of Studies for a period of two years on the basis of recommendations from the curricular committee responsible for the doctoral programme. The curricular committee shall make these recommendations after consulting the faculty conference(s) responsible for the subject. The various subjects of a doctoral programme should be considered appropriately.

**(4a)** For each doctoral programme, a doctorate advisory committee shall be set up. The responsibility of the respective doctorate advisory committee shall comprise the fields of the dissertation that are relevant to it. The fields of the dissertation for disciplines supported at Alpen-Adria-Universität Klagenfurt shall be established by the Rectorate after consulting the curricular commission responsible for the doctoral programmes. For the Master's degree programmes at Alpen-Adria-Universität Klagenfurt, it must be ensured that at least one relevant field of the thesis is available.

**(4b)** For the doctoral programme that concludes with the doctoral degree "Doctor of Philosophy", several – but at most four – doctorate advisory committees can be set up. The respective field of responsibility shall be established by the Rector of Studies on the basis of recommendations of the curricular committee responsible for the doctoral programme. The curricular committee shall make these recommendations after consulting the faculty conference(s) responsible for the subject.

**(4c)** Thematic doctoral programmes offer doctoral students structured supervision on a specific topic. On a thematic doctoral programme, students take a range of complementary courses focusing on one main area of research. Doctoral programmes are set up on the request of several persons authorised to provide supervision and are specified more precisely by means of a founding statement. The

persons authorised to provide supervision choose a spokesperson from their circle. They shall have the task of coordinating the doctoral programme. When a student applies for one of these programmes, admission is decided by majority vote by the admissions tutors for the programme. To apply, the student must have received admission onto a doctoral programme and approval from the supervisor and tutor.

**(5)** The dissertation project is to be submitted in writing by the student to the Rector of Studies. After obtaining a written statement from the relevant doctorate advisory committee, the Rector of Studies shall decide whether or not to approve the dissertation project. Section 18, Paragraph 4a shall apply on condition that the Rector of Studies decides on the basis of a statement by the doctorate advisory committee. In any case, approval of the dissertation project is a prerequisite for the conclusion of a dissertation agreement, which establishes and documents the concrete form of the doctoral degree programme. The curriculum provides further details. The dissertation agreement shall be concluded between the student and the supervisor and tutor and requires the approval of the Rector of Studies. The unilateral termination or significant amendment of the dissertation agreement also require approval by the Rector of Studies.

**(6)** The completed thesis must be submitted to the Rector of Studies in electronic and written format.

**(7)** The Rector of Studies determines two persons with relevant teaching authority (*venia docendi*) or equivalent qualifications as reviewers, on the recommendation of the doctorate advisory committee. The appointment of a supervisor or a tutor as a reviewer for the thesis shall only be permitted in one-off cases. At least one of the two reviewers must be external to the university, i.e. someone who is not a member of Alpen-Adria-Universität Klagenfurt, within the meaning of Section 94, Paragraph 1 of the Universities Act. The thesis is to be assessed by the examiners within a maximum period of four months.

**(8)** If one of the reviewers fails the thesis, the Rector of Studies shall have the thesis assessed by a third reviewer. This reviewer must assess the thesis within four months.

**(9)** If two or three reviewers have been brought in and fail the thesis, the result shall be a fail. In all other cases, the assessment of the thesis shall be made on the basis of the proposed grades. In the event of differing proposed grades, the arithmetic average of the proposed assessments shall be taken, whereby results greater than x.5 shall be rounded up.

**(10)** Theses awarded a pass grade shall be delivered to the libraries named in Section 86, Paragraphs 1 and 2 of the Universities Act in electronic format only. Any thesis awarded a pass grade shall also be published in an open electronic repository. The reasons outlined in Section 86, Paragraph 4 of the Universities Act for restricting access to a thesis include publication by a professional publisher. If an application is successful, access to a thesis will be restricted for a maximum of three years.

**(11)** The announcement of the positive assessment of the doctoral thesis marks the beginning of the two-week period during which a request for a temporary bar on access to the submitted thesis (Section 86, Paragraph 4 of the Universities Act) can be lodged.

### **Section 19a Measures in the event of plagiarism or any other falsification of academic performance**

**(1)** Plagiarism (as defined in Section 51, Paragraph 2, Clause 31 of the Universities Act) and any other falsification of academic performance (as defined in Section 51, Paragraph 2, Clause 32 of the Universities Act) within the context of written seminar and examination papers, Bachelor's theses and academic theses (Master's and Diploma theses, doctoral theses) must be reported to the Rectorate.

**(2)** If plagiarism or falsification of academic performance takes place during the supervision phase within the framework of Master's and Diploma papers and theses, the supervisor shall be entitled to suspend the supervision.

(3) If plagiarism or the falsification of academic performance becomes known during the course of the assessment, papers are to be assessed as “insufficient” in accordance with Paragraph 1. If the paper was not written within the framework of a course with ongoing assessment, the whole course is to be assessed as “insufficient”.

(4) In the event of serious and deliberate plagiarism or any other serious and deliberate falsification of academic performance within the framework of Bachelor’s, Master’s and Diploma papers as well as theses, the Rectorate can exclude the student from the programme of study by decision for the duration of a maximum of two semesters.

(5) The provisions for Master’s papers are to be applied for an academic paper (“Master’s thesis”) written within the framework of a university degree.

(6) Further details are to be provided in a joint guideline of the Rectorate for teaching and the Rector of Studies.

### **Section 20 Recognition of overseas qualifications (nostrification)**

(1) Nostrification means having an overseas degree recognised as equivalent to a degree received from an Austrian institution.

(2) In the application for nostrification to the Rector of Studies in accordance with the provisions of Article 90 of the Universities Act, the applicant must specify the programme of study in Austria that is comparable with the international programme of study they have completed and the desired Austrian degree title.

(3) The proof to be attached to the application shall be determined in a decree of the Rector of Studies.

(4) The Rector of Studies must check, taking into account the curriculum applicable at the time of the application, whether the international programme of study was structured in such a way that it is equivalent to the Austrian programme of degree specified in the application with regard to the result of the complete course. A sample test is also permissible as proof, in order to obtain more detailed knowledge about the contents of the international programme of study.

(5) If the programmes of study are equivalent in principle, and only individual additions are missing for full equivalence, the applicant is to be admitted onto the programme of study by notification as a non-degree student and the student is to be instructed to sit examinations and/or to produce an academic paper to achieve equivalence within an appropriate period, to be determined in the decision.

(6) The applicant must carry out this additional work at Alpen-Adria-Universität Klagenfurt. Provisions on the recognition of examinations and theses and coursework do not apply.

(7) The Rector of Studies will notify the student of the outcome of their application. This notification must specify the Austrian degree that is equivalent to the international degree and which Austrian academic title the applicant is entitled to use in place of their international academic title as a result of the qualification recognition process. A copy of this notification must be provided on the certificate supplied as evidence of holding an international degree.

(8) The Rector of Studies must revoke the qualification recognition process by notice if it has been fraudulently obtained, in particular by forged certificates.

### **Section 21 Continuing education programmes**

(1) Alpen-Adria-Universität Klagenfurt offers continuing education programmes in fields in which it has proven expertise in the corresponding academic context. Continuing education programmes must

satisfy the academic and organisational standards of the university and demonstrate a clear link to the strategic objectives and the continuing education strategy of the university. The operation of degree programmes and the individual fulfilment of activities in teaching and research must be ensured.

**(2)** Continuing education programmes are set up on the initiative of CEC proponents by decision of the Rectorate and the subsequent issuing of the curriculum by the senate. Academic university staff members whose main occupation is at Alpen-Adria-Universität Klagenfurt qualify as CEC proponents. In duly justified cases, other persons, in particular those in accordance with Section 94, Paragraph 1, Clauses 7 and 8, can also act as proponents with the permission of the Rectorate. In the case of a continuing education programme whose curriculum provides for the awarding of an academic degree, this must be a person with authorisation to teach (*venia docendi*).

**(3)** The establishment of continuing education programmes takes place in a two-step process.

a) In the first stage of the process, on the basis of a brief description to be drawn up by one of the CEC proponents (Paragraph 4), the Rectorate makes a decision on the establishment and assignment of the continuing education programme to a relevant or related faculty.

b) In the second stage of the process (Paragraph 5), the senate issues the curriculum on the recommendation of the continuing education committee (Paragraph 9) as a collegial body authorised to make decisions in accordance with Section 25, Paragraph 8, Clause 3 of the Universities Act.

**(4)** In the brief description, the planned content-related orientation of the continuing education programme, the scope, structure and any degree or designation (Section 87a, Paragraphs 1 and 2 of the Universities Act), the target group, any planned cooperation and the reference to strategic objectives of the university shall be presented. This should be accompanied by a justified assessment of the need, a statement from the Head of the Department and the Dean with regard to the requirements in Paragraph 1. In the event that the content-related orientation of the continuing education programme relates to more than one department or more than one faculty, statements of these heads of department and these Deans should be attached. With continuing education programmes that relate to teacher training, a statement from the Head of the School of Education should be attached.

**(5)** On the basis of the decision of the Rectorate, the CEC proponent shall prepare a draft curriculum taking into consideration the provisions of Article 22 and the sample curriculum. The following documents should be attached to this:

1. A transparent needs assessment or needs justification
2. A budget with a proposal for the establishment of the course fee
3. The proposal for an academic leader who is also responsible on economic and organisational terms
4. A list of the lecturers for the first implementation of the continuing education programme
5. Statements of the relevant curricular committee (or multiple curricular committees if need be) or of two subject representatives related to questions of the content-related orientation
6. If necessary, the draft of a cooperation agreement, if the continuing education programme is to be implemented for economic and organisational support in partnership with non-university legal entities (Section 56 of the Universities Act)
7. For continuing education programmes that provide for the awarding of an academic degree, the statement of a reference course in accordance with Section 87a, Paragraph 1 of the Universities Act

**(6)** All documents and paperwork within the framework of the procedure to establish or amend continuing education programmes must be submitted to the University Executive Support Office for Continuing Education. They shall be responsible for coordinating the process of establishing and amending continuing education programmes.

(7) The draft curriculum and other documents, if applicable, must be submitted to the following people or departments for their opinion within an appropriate period of time:

1. The members of the continuing education committee (Paragraph 9)
2. The responsible Dean in accordance with Section 21, Paragraph 3, Point a)
3. The Bologna representative
4. The Centre for Women's and Gender Studies (only draft curriculum)
5. The Study Programmes and Examinations Department (only draft curriculum)
6. The University Legal Services Office (only draft curriculum)
7. IT Services (only draft curriculum)

The budget must be submitted to the Controlling Department for review.

(8) The CEC proponent must demonstrably deal with the opinions received and revise or amend the curriculum correspondingly. Afterwards, the decision about the curriculum will be made by the continuing education committee, to whose meeting the CEC proponent should be invited for the purpose of providing information. In the event that the continuing education committee is unable to form a positive decision, the curriculum shall be revised by the CEC proponent correspondingly.

(9) For continuing education programmes, the Senate shall appoint a collegial body authorised to make decisions in accordance with Section 25, Paragraph 8, Clause 3 of the Universities Act. This collegial body shall have the name 'continuing education committee' (in German: Weiterbildungs-kommission, abbrev. WBK) and shall comprise representatives from academic staff in accordance with Section 94, Paragraph 2 of the Universities Act and students in accordance with Section 94, Paragraph 1, Clause 1 of the Universities Act in the ratio of 6:3. The representatives from academic staff shall be appointed as follows:

1. One representative from each of the following faculties: the Faculty of Humanities, the Faculty of Management and Economics, the Faculty of Interdisciplinary Studies (IFF) and the Faculty of Technical Sciences,
2. One representative from those organisational units that aren't assigned to a faculty and implement continuing education programmes, and
3. One member of the Senate.

In the case of Clause 1, the representatives of academic staff shall be appointed by the Senate on the recommendation of the respective Dean, in the case of Clause 2, they shall be appointed on the recommendation of the Rector for a period of office corresponding with the period of office of the Senate. The representatives of the students shall be delegated by the responsible bodies in accordance with the provisions of the 2014 National Union of Students Act (HSG). The right to participate in the meetings of the continuing education committee shall also be granted to the Vice-Rector for Continuing Education and the University Executive Support Office for Quality Management as well as to all those persons and departments who are granted the right to provide an opinion in accordance with Paragraph 7, for decisions about curricula.

## **Section 22 Curricula of continuing education programmes and amendments thereof**

(1) The following shall be established in the curriculum:

1. The name, objective, duration and structure of the continuing education programme
2. The admission requirements
3. The designation and number of ECTS credits of the compulsory and any elective subjects as well as the learning results to be achieved by the participants
4. The designation and number of ECTS credits of the courses
5. The examination regulations (Section 51, Paragraph 2, Clause 25 of the Universities Act)
6. Any degree or designation for graduates in accordance with Section 87a, Paragraphs 1 and 2 of the Universities Act
7. Regulations relating to the topic of the Master's thesis, insofar as one is to be written

8. A maximum duration of studies, including the scheduled duration of studies plus two semesters as a minimum (Section 56, Paragraph 5 of the Universities Act)

**(2)** If the curriculum provides for the awarding of an internationally used Master's degree pursuant to Article 87a, Paragraph 1 of the Universities Act, holding a completed Bachelor's, Master's or Diploma degree from a field to be determined in more detail shall provide eligibility for admission. In one-off cases, where there is good reason to do so, people who have not completed a programme of study can also be accepted. In these cases, proof of a minimum number of years of relevant work experience, to be established in the curriculum, must be provided and they must qualify for university entrance in accordance with Section 64, Paragraph 1 of the Universities Act or applicants must provide evidence of the successful completion of the eligibility test for university certificate courses according to Paragraph 2a.

**(2a)** By means of issuing a regulation, the Rectorate can establish a mandatory eligibility test for groups of subject-related university certificate courses. With regard to the scope, content, implementation and admission requirements, the Rectorate shall be guided by the specifications stipulated for the university entrance qualification examination pursuant to Section 64a of the Universities Act as well as by the special requirements pertaining to continuing education or professional development.

**(3)** The following can be established in the curriculum:

1. Proof of special prior knowledge to register for courses
2. Provisions about spending time on a relevant work placement, which is to be assigned a corresponding number of ECTS credits
3. The opportunity to implement the continuing education programme in the form of a closed course group
4. The establishment of an academic advisory board in order to provide relevant advice to the director of the continuing education programme.

**(4)** The curriculum decided by the senate is to be announced in the university bulletin of Alpen-Adria-Universität Klagenfurt and shall enter into effect on the first day of the month that follows the announcement.

**(5)** In the event of planned amendments to a curriculum, the continuing education committee is to become involved, which decides on the basis of a text comparison whether the amendment is a minor amendment or a new composition. In any case, a new composition is present if there is a fundamental change to the content or the examination regulations. In the event of minor amendments, the continuing education committee can bring in opinions of individual departments in accordance with Section 21, Paragraph 7, in the run-up to the decision. Paragraph 4 shall also apply in the event of amendments to the curriculum.

### **Section 22a Implementation of continuing education programmes**

**(1)** A continuing education programme can only be implemented if the minimum number of participants stipulated to cover the costs has been achieved. Exceptions can be allowed on presentation of a calculation that has been amended correspondingly by the responsible member of the Rectorate.

**(2)** After the decision of the curriculum by the senate, the academic director must be appointed by the Rectorate from the circle of members of the academic university staff whose main occupation is at Alpen-Adria-Universität Klagenfurt. In duly justified cases, other persons, in particular those in accordance with Section 94, Paragraph 1, Clauses 7 and 8, can also act as directors with the permission of the Rectorate. In the case of a continuing education programme whose curriculum provides for the awarding of an academic degree, this must be a person with authorisation to teach (*venia docendi*). The appointment and the associated authority pursuant to Section 28 of the Universities Act shall be announced in the university bulletin of Alpen-Adria-Universität Klagenfurt. The



compensation of the role of director shall take place in accordance with the rates of pay, which shall be determined by the Rectorate.

**(3)** The Rector of Studies shall delegate the following tasks that fall within their field of responsibility (Section 2, Paragraph 5) to the academic director, while maintaining their subject-specific supervision and authority to issue instructions:

1. Organising the given course offerings, taking into consideration student feedback, and managing the teaching budget
2. Admitting students on to modular examinations and general examinations
3. Putting together examination committees
4. Setting examination dates and application deadlines
5. Reviewing applications for the issuing of certificates for degrees

**(4)** *no longer applies*

**(5)** Continuing education programmes can be implemented for economical and organisational support in cooperation with non-university legal entities. The mutual duties, rights and responsibilities are to be defined in a cooperation agreement to be concluded by the responsible member of the Rectorate. The director of the continuing education programme must ensure that the university provisions pertaining to the implementation of continuing education programmes are maintained during cooperation with legal entities that are not part of the university.

**(6)** The assignment of teaching in continuing education programmes to a university tutor working at Alpen-Adria-Universität Klagenfurt requires the approval of the director of the organisational unit in question. They must confirm that teaching in continuing education programmes does not compromise the fulfilment of the official duties in research and teaching. Remuneration for the teaching role shall take place in the framework of the rates of pay established by the Rectorate.

**(7)** Applications for admission to continuing education programmes must be presented to the Deputy Vice-Rector for Continuing Education for review.

**(8)** In the case of particular hardship, upon application by the student enrolled in a university certificate course, the Vice-Rector for Continuing Education can extend the maximum duration of studies as defined by the curriculum (Section 22, Paragraph 1, Clause 8) by a further two semesters at most.

### **Section 23 Evaluation of continuing education programmes**

**(1)** Once per course or once per year in the event of one-semester courses, the director of the continuing education programme must draw up an evaluation report and present it to the responsible collegial body of the Senate and the Deputy Vice-Rector for continuing education. The report shall be discussed in the competent collegial body of the Senate, which shall communicate the result of the discussion and any proposed amendments to the programme director.

**(2)** The evaluation comprises the following areas:

1. Feedback from the participants, based on the evaluation of courses at Alpen-Adria-Universität Klagenfurt,
2. Feedback from the lecturers,
3. Content-related conceptual reflection in view of the objectives established in the curriculum,
4. Key indicators,
5. Action plan for potential improvement measures,
6. Assessment of the need for another round in view of social and financial frameworks as well as the strategic objectives of the university.

## Section 24 Partner schools

The Rectorate shall be entitled to award the title 'partner school of Alpen-Adria-Universität Klagenfurt' to schools that cooperate with students on teacher training programmes and academics of the AAU in research questions related to school and lesson development as well as the implementation and trial of projects and research work in the field of practical education.

## Section 25 Entry into force, expiration

**(1)** The provisions of this part of the statute shall enter into force on the day after the announcement in the university bulletin.

**(2)** As such, the part of the statute B "Study regulations" announced in the university bulletin of 16/06/2004, issue 23, no 220, Annex 3a, most recently updated by university bulletin of 01/04/2009, issue 14, no 104.1 shall expire.

**(3)** The provisions in the curriculum that contradict the statute in its applicable version are repealed and the provisions of the statute in this regard shall be used. In the event that amendments are made to the curricula, these should be formally compared with the amended provisions of the statute.

**(4)** Section 3, Paragraph 6 and Section 6, Paragraph 2 in the version of university bulletin of 20/10/2010, issue 2, no 10.6 shall enter into force on the day after the announcement in the university bulletin.

**(5)** Section 15, Paragraph 1 in the version university bulletin of 19/10/2011, issue 2, no 12 shall be used for examinations that are taken for the first time after 1 October 2011. Other examinations can be repeated four times in accordance with the previous applicable provision in the statute.

**(6)** Section 1, Paragraph 2 and Section 8a in the version of 20/10/2010, issue 20, no 117.2, are to be used for the first time for the 2012/2013 winter semester.

**(7)** Section 13, Paragraph 2 and Section 19 in the version of 20/6/2010, issue 2, no 10.6 shall enter into force on the day after the announcement in the university bulletin and shall be used for the first time for students who start a Doctoral degree programme in accordance with the regulations of a curriculum that enters into force after 01/10/2012.

**(8)** Section 21, Paragraph 1, 4 (1st Paragraph as well as Clauses 1 and 2) and Section 23, Paragraph 1 in the version of the university bulletin of 16/10/2013, issue 2, no 16.3 shall enter into force on the day after the announcement in the university bulletin.

**(9)** Section 4, Paragraph 2 in the version of the university bulletin of 04/12/2013 issue 5, no 39.1 shall enter into force on the day after the announcement in the university bulletin.

**(10)** The passage to ensure good scientific practice as well as Section 3, Paragraph 3, Sections 5, 6, 7, 10, Paragraph 2 and Section 6, Section 11, Paragraph 1 and Section 12, Paragraph 1 in the version of the university bulletin of 16/07/2014, issue 22, no 148.1 shall enter into force on the day after the announcement in the university bulletin. Section 5 in the version of the university bulletin of 16/07/2014, version 22, no 148.1, is to be used for curricula and the amendments thereof, which are to be authorised as of 01/10/2014.

**(11)** Section 4, Paragraph 2, Clause 7, Section 9, Paragraph 3a, Section 9a, Section 19, Paragraphs 2, 3 and 7 in the version of the university bulletin of 04/02/2015, issue 9, no 65.1 shall enter into force on the day after the announcement in the university bulletin. Section 19, Paragraph 4, Paragraph 4a and Paragraph 4b in the version of the university bulletin of 04/02/2015, issue 9, no 65.1 shall enter into force on the day after the announcement in the university bulletin and shall apply to the doctorate advisory committees established after 01/10/2015.

- (12)** Dissertation projects that came under the responsibility of doctorate advisory committees established prior to 30/09/2015 shall be assigned by the Rector of Studies after consultation with the subject representatives in accordance with the area of focus to the doctorate advisory committees established after 01/10/2015 in accordance with Section 19, Paragraph 4 in the version of the university bulletin of 04/02/2015, issue 9, no 65.1.
- (13)** Section 2, Paragraphs 5 and 6, Section 3, Paragraphs 3, 4 and 6, Section 6, Paragraphs 2 and 3, Section 10, Paragraph 6, Section 11, Paragraph 2, Section 12, Paragraphs 9, 10 and 11, Section 13, Paragraph 2, Section 14, Paragraphs 1, 2 and 6, Section 15, Section 16, Section 17a, Section 18, Paragraphs 2, 3, 4a and 6, Section 19, Paragraphs 2 and 5 in the version of the university bulletin of 18/03/2015, issue 12, no 86.1 shall enter into force on the day after the announcement in the university bulletin. Section 14, Paragraph 5 in the version of the university bulletin of 18/03/2015 issue 12, no 86.1, shall enter into force on 01/10/2015.
- (14)** Section 5, Paragraph 2, Section 8a, Section 9, Paragraphs 3, 3a and 5, Section 15, Paragraph 5 and Section 19, Paragraphs 4c and 5 in the version of the university bulletin of 16/12/2015, issue 6, no 43.1, shall enter into force on the day after the announcement in the university bulletin.
- (15)** Sections 21, 22, 22a and 23 in the version of the university bulletin of 16/12/2015, issue 6, no 43.1, shall enter into force on 01/01/2016 and are to be used for the continuing education programmes that are established after this date. The amended provisions are to be applied under consideration of the sample curriculum authorised by the senate for those continuing education programmes that start with a more recent round after 31/03/2017. Continuing education programmes that provide for admission in every semester must be established and implemented at the latest from 01.03.2017 in accordance with the amended regulations under consideration of the sample curriculum authorised by the senate.
- (16)** Section 12, Paragraph 8, first Sentence in the version of the university bulletin of 17/02/2016, issue 10, no 66.1 is to be applied to subjects that will be completed as of 01/03/2016.
- (17)** Section 12, Paragraph 7, Section 12, Paragraph 8 (excluding first sentence), Section 19, Paragraph 9, Section 21, Paragraph 2, Section 22a, Paragraph 2 in the version of the university bulletin of 17/02/2016, issue 10, no 66.1 shall enter into force on the day after the announcement in the university bulletin.
- (18)** The amendment of the heading of Section 14 and Section 14, Paragraph 7 in the version of the university bulletin of 06/07/2016, issue 21, no 122.1, shall enter into force on 01/10/2016.
- (19)** Section 2, Paragraph 5, Clause 24, Section 3, Paragraph 3, Clause 2 and Section 14, Paragraph 2, first sentence in the version of the university bulletin of 06/07/2016, issue 21, no 122.1 shall enter into force on the day after the announcement in the university bulletin.
- (20)** Section 4, Paragraph 2 in the version of the university bulletin of 21/12/2016, issue 7, no 46.2 shall enter into force on the day after the announcement in the university bulletin.
- (21)** Section 2, Paragraphs 1 and 5, Clause 33 and Paragraph 6, Section 3, Paragraph 3, Clause 8, Section 5, Paragraph 2, Section 14, Paragraph 1, Section 18, Paragraphs 2, 4 and 5, Section 19a, Section 22, Paragraph 3 and Section 24 in the version of the university bulletin of 02/11/2017, issue 3, no 19 shall enter into force on the day after the announcement in the university bulletin.
- (22)** Section 12, Paragraphs 8a to 8d shall enter into force the day after the announcement in the university bulletin and shall be used for all academic degrees or for the completion of a phase of the programme of study as of 01.03.2018. The academic degrees or the completion of a phase of the programme of study shall be the date on which the assessment of the last requirement in accordance with the curriculum takes place.

**(23)** Section 10, Paragraph 2 in the version of the university bulletin of 07/02/2018, issue 9, no 63.1, shall apply to all continuing education programmes as of the 2018 summer semester. Section 18, Paragraph 2 in the version of the university bulletin of 07/02/2018, issue 9, no 63.1 shall enter into force on the day after the announcement in the university bulletin.

**(24)** Regulations concerning complementary study programmes:

1. Section 5, Paragraph 2, Clause 7, Section 9, Paragraph 3a and Section 9a shall expire at the end of 28 February 2018.
2. All complementary study programmes established at Alpen-Adria-Universität Klagenfurt shall expire at the end of 30 September 2019, unless otherwise stated below.
3. An amendment of the complementary study programmes established on 1 October 2017 at Alpen-Adria-Universität Klagenfurt is impermissible.
4. The complementary study programme "Public Health and Palliative Care" shall expire on 28 February 2018. Students of this complementary study programme are entitled to complete this up until 30 November 2019.
5. Students who are admitted onto a Bachelor's degree programme up until 1 December 2017 and students on the Philosophy Bachelor's degree programme (Annex 3 to the 2015/16 university bulletin, issue 13, no 81.3 of 06/04/2016) shall be entitled to register for complementary study programmes until 30 September 2019 and shall be entitled to complete these until 30 April 2021.
6. Students of the Philosophy Bachelor's degree programme (Annex 3 to the 2015/16 university bulletin, issue 13, no 81.3. of 06/04/2016) can also file an application for individual complementary curriculum within the meaning of Section 10, Paragraph 4, after expiration of the deadline to complete their compulsory elected complementary curriculum, contrary to Section 10, Paragraph 4, Point b of the curriculum, if they have already completed courses of the planned individual complementary curriculum.
7. Curricula of Bachelor's degree programmes in which the opportunity to complete an 'integrated complementary curriculum' exists must be amended in good time for them to enter into force at the latest for the 2019/20 winter semester.
8. Examinations for a complementary curriculum that students have passed, which they are no longer successfully able to complete due to legal reasons, should be recognised in accordance with the provisions concerning study matters for the free electives or for equivalence for the restrictive elective chosen as a replacement in the corresponding Bachelor's degree programme.

**(25)** Section 13, Paragraph 2, Section 19. Paragraphs 2, 2a, 3, 4a, 4c, 5 and 7 in the version of the university bulletin of 18/04/2018, issue 14, no 92.2 shall apply to students who are admitted to Doctoral degree programmes as of the 2018/19 winter semester. Section 19, Paragraph 10 in the version of the university bulletin of 18/04/2018, issue 14, no 92.2 shall apply for theses that are submitted after 01/10/2018.

**(26)** Sections 1, 2, 15, Paragraph 5, Section 18, Paragraphs 2a and 7, Section 21, Paragraphs 8 and 9, Section 22, Paragraphs 1 and 3, Sections 22a and 23a, Paragraph 1 in the version of the university bulletin of 16/05/2018, issue 16, no 103 shall enter into force on the day after the announcement in the university bulletin. Section 18, Paragraph 8 in the version of the university bulletin of 16/05/2018, issue 16, no 103 shall apply to students who are admitted to continuing education programmes as of the 2018/19 winter semester. Amendments to curricula for continuing education programmes that are necessary due to the amendments to the statutes announced in the university bulletin of 16/05/2018, issue 16, no 103, must be announced prior to 30 June 2019.

**(27)** Section 2, Paragraph 5, Section 3, Paragraph 3 and Section 13, Paragraph 2 (both versions) in the version of the university bulletin of 27/06/2018, issue 20, no 124.1 shall enter into force on the day after the announcement in the university bulletin.

**(28)** Section 1, Paragraph 2, Section 2, Paragraph 5, Clause 21a, Section 3, Paragraph 2a, Paragraph 3, Clause 9 and Paragraph 6, Section 5, Paragraph 1, Clause 17, Section 8, Paragraph 4, Section 9, Paragraph 4, Section 14, Paragraph 1, Section 15, Paragraph 3a, Section 18, Paragraph 6, Paragraph

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7a, Paragraph 8 and Paragraph 9, Section 19, Paragraph 11 (both versions), Section 22, Paragraph 1, Clause 8, Paragraph 2 and Paragraph 2a and Section 22a, Paragraph 8 as amended in University bulletin dated 01.04.2020, issue 15, No. 81.1, shall enter into force on the day after the announcement in the university bulletin. At the same time, Section 17a shall cease to apply.

(...)

**(32)** Section 2, Paragraph 7, Section 3, Paragraph 1, Section 3, Paragraph 3, Clause 5a, Section 3, Paragraph 6, the heading of Section 7, Section 7, Paragraph 1, Section 7, Paragraph 4, Section 7, Paragraph 5, Section 8, Paragraph 1, Section 8, Paragraph 2, Section 10, Paragraph 6, Section 14, Paragraph 1, Section 14, Paragraph 4, Section 16, Section 19a, Paragraph 1 and Section 23 as amended in University Bulletin dated 15.12.2021, issue 7, No. 31.2, shall enter into force on the day after the announcement in the university bulletin. Section 7, Paragraph 3 and Section 21, Paragraph 9 as amended in University Bulletin dated 15.12.2021, issue 7, No. 31.2, shall enter into force on 1 February 2022.